

4261 - CARPENTER SUPERVISOR

NATURE OF WORK

Highly skilled technical and supervisory work at the masters level as a carpenter in the construction, maintenance and repair of city facilities. Persons listed under this classification must have master experience as a carpenter.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Supervises, plans, assigns, audits and performs skilled carpentry work in the construction, maintenance and repairs of city facilities.

Makes repairs to wooden parts, to the exterior of City buildings (stucco, block, etc). Makes shelving, fit doors, install hardware.

Makes and hangs signs.

Performs rough, finish carpentry on new installations including forms, boxes, etc. Builds and repairs cabinets and furniture to include formica.

Uses Oxy-Acety torches in metal fabrication..

Drives truck for transportation of materials etc.

Operates various automotive equipment (forklift, pitman crane).

Builds forms and pour concrete floors, walls, roofing.

Erects and reinstalls chain link fences.

Operates variety of power tools (saws, drills, sanders and planers).

Orders and maintains an inventory of supplies, tools, and equipment.

Replaces broken windows and glass.

Primes, paints, preserves wood products as required.

Maintains and repairs fiberglass.

Maintains Boardwalk and related ramps and pavilions.

Constructs and maintains lifeguard towers located on the beach.

Provides support for special events (Art Festival, Friday Night Live, etc).

Maintains fishing pier and Marine Patrol docks.

Constructs interior walls utilizing metal studs.

Applies drywall installations.

Installs acoustic ceiling systems.

Installs demountable partitions systems.

Maintains park equipment including swings, gym and vida courses.

Overhauls and repairs various lock and rekey locks.

Performs paperwork associated with daily work assignments.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge and skills in carpentry for construction and finish work including methods, materials, and techniques.

Knowledge and skills in a variety of related building trades.

Knowledge of prefabrication, roofing, fencing, glass cutting and window or Jalousie repair and fiberglassing.

Considerable knowledge in the use and operation of related hand and power tools.

Considerable knowledge of woods, lumber glues, plasters, concretes, tiles and forms.

Knowledge of furniture making, cabinet making, paneling, sign making and steeple jack rigs. Ability to plan, schedule, prepare and direct work of skilled and unskilled workers.

Knowledge of related occupational hazards and standard safety procedures, ability to read and work from blueprints and sketches.

Ability to do painting as required.

MINIMUM REQUIREMENTS

Five (5) years experience in construction carpentry, finish carpentry, or cabinet making, including one (1) year supervisory experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from an administrative supervisor. Work is performed with wide latitude for the use of independent judgement in the selection of work methods and procedures and is subject to review for compliance with and achievement of departmental standards and objectives.

SUPERVISION EXERCISED

Plans, assigns, supervises, and evaluates the work of highly skilled trades, semi-skilled, and unskilled workers.

Rev. 4/96 (minimum req.)